



# ALL GUJARAT FEDERATION OF TAX CONSULTANTS

Room No.303/B-wing, Pratyaksha Kar Bhavan, Nr. Panjrapole, Ambawadi,  
Ahmedabad-380 015, Gujarat, India. **Email: sec.agftc@gmail.com**

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## **Process for ONLINE Filing of Nomination Forms for Senior Vice President and Managing Committee (Both Category Individual as well as Institutional) positions at All Gujarat Federation of Tax Consultants**

### **Preface:**

As a precautionary measure the process of online filing of nomination forms for various positions to be filled at the association is prescribed here.

In the 4<sup>th</sup> meeting of the managing committee held on 18/05/2024 the members discussed the election process, the members of the managing committee unanimously decided to conduct the election process and hold an Election Meeting through digital medium.

The members of the managing committee determined the process which has been followed since last 3-4 years and convenient for election to be conducted through digital medium within the rules and regulations of the constitution of the association. The detailed process has been determined and documented as below.

The committee noted that the elections conducted through digital mediums is just a change of medium and adopting a fair and transparent process. All the rules related to election and conducting the AGM as provided by the constitution of the association and rules framed thereunder from time to time shall apply mutatis mutandis.



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## **Step by Step Process:**

1. Members interested in candidature should download the applicable nomination e-form in PDF format attached to the election notice e-mail or from the website of the association. The e-form is fillable with all mandatory fields.
2. The provided e-form needs to be filled properly containing all details and the same should be signed as per the prescribed mode as provided in the instructions.
3. In addition, the proposer member and the seconder member of the member interested in candidature, should send verification mails in the prescribed format and method to the official e-mail ID.
4. When an institutional member is a proposer or seconder, the e-mail ID of the Association or the e-mail ID of the President or Secretary can be used for the same. Also, for the institutional category, a copy of the resolution should be attached along with the form.
5. For proper submission, FIRST the proposer and seconder send their respective mail as per the prescribed manner and format, which is provided in the instructions along with the form.
6. Once the proposer and seconder emails are sent, THEREAFTER the candidate needs to send a properly filled and signed e-form along with payment details and a copy of the resolution (in case of institutional member).
7. In the case of an institutional member, the resolution should be sent separately by the association to the official e-mail ID [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com).
8. The candidate should ensure that only one mail is sent for the filled e-form. In case of multiple e-mails received, only the first e-mail will be considered and the rest of the e-mails will not be considered. No explanations or arguments in this matter will be entertained.
9. In case of any doubt, scrutinizers may contact the member, the proposer, and the seconder for confirmation of details and verification.



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## **WARNING:**

The candidates should carefully read the following step-by-step process and instructions provided along with the e-form to avoid any mistake in the process which may lead to rejection of the candidature.

All the candidates hereby need to note that e-mails contain time stamp (actual time of up to seconds). Therefore, please ensure that the e-form is mailed **ONLY AFTER** the mail from proposer and seconder **BOTH** are sent.

**ALSO** ensure to take note of cut-off timing, which will in no case be considered even by a single minute. So, prepare in advance and don't wait until the last minute.

## **Notes:**

1. The official e-mail ID for this purpose should be [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com)
2. Prescribed modes for payment:  
Pay through NEFT / IMPS on the following bank details: All Gujarat Federation of Tax Consultants  
Bank of India Savings Account No. 203410100005412  
Income Tax Char Rasta, Ahmedabad IFSC BKID0002034
3. All the rules as applicable for candidature in normal conditions to the physical application are equally applicable to digital applications, just the process for candidature and verification is modified for digital mode.
4. The constitution can be downloaded from the Website.
5. Detailed instruction and prescribed modes are provided along with e-form.



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## Process flow diagram for easy understanding:

This process flow diagram is for easy understanding and is not a substitute for step-by-step process and instructions. Please read the step-by-step process and instructions carefully.

**1. Download the applicable (Senior Vice President OR Member of Managing Committee) e-form from the website or attachment received with the election notice e-mail.**



**2. Ask the proposer and seconder to send verification mail as per the format provided in the e-form instructions to the e-mail ID of association sec.agftc@gmail.com AND the e-mail ID of the candidate.**



**3. Fill the e-form with all mandatory fields and sign as per method provided in the form. Send the form with payment of Rs. 1000 details (refer to instructions in the e-form) and resolution (if applicable).**



**4. The duly filled e-form should be sent to sec.agftc@gmail.com ONLY AFTER the proposer and seconder mails are sent. ENSURE to send the e-mail ONLY ONCE with all details.**



**5. Scrutinizers will verify the forms and e-mails and may call the candidate, proposer and seconder randomly for verification.**



**6. In case of withdrawal of the nomination form, the same e-mail ID should be used, from which the e-form was mailed.**